The Articles of the Creed

The ten Commandments

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A TUTOR TO Tachygraphy OR Short-Writing.

Wherein the rules of the said Art are severally explained by way of questions & Answers, to the weakest capacities that desire to learne the Art.

Whereunto are added,

Divers new Rules and directions never published till now, for the further perfecting of such as have already Learned.

By THOMAS SHELTON
Author and teacher of the said Art.

London, Printed by *M. S.* and are to be sold at the Authors house in Olde Fish-street, 1642.

To the Reader.

HAving had experience above these 20. yeares of the benefit which many hundreds have reaped by this Art of *Short-writing*, it hath beene part of my ſtudy to contract it into as ſhort, and withall as eaſie a Method as might be; yet becauſe ſome, not fully underſtanding the Rules in my booke of *Tachygraphy*, or Short-writing (though there be little difficulty in them) have beene diſcouraged in

their proceeding therein, I have thought it neceſſary in this preſent Treatiſe, by way of Queſtions and Anſwers, to propound and reſolve whatſoever I can imagine may be made ſcruple of concerning the Art. I doe not know what can be further added to make it more plain or ſhort: but if there be any that ſhall yet make any doubt concerning any of the rules, if they pleaſe to repair to me, I ſhall be ready to give them the beſt ſatisfaction I can,

Thomas Shelton.

From my houſe in
Old Fiſh-ſtreet,
May 3. 1642.

Chap. I.

Concerning the Rules of Abbreviation.

Quest. 1. I *Have heard many commend the Art of* Short-writing, *and I would willingly learn it, if I knew what benefit I might reape by it; I pray what is the use and benefit of it?*

Answ. The benefit is much, divers wayes, in respect of the secrecie, brevity, celerity, and perpetuity of it.

1. Sometimes a man may have occasion to write that which hee would not have every one acquainted with, which being set downe in these Characters, he may have them for his owne private use onely. And

I have taught divers, who have learned it for that very end. And divers Merchants and Factors, who have in Forreigne Parts uſed Bibles and Teſtaments, written in this hand, where they durſt not make uſe of thoſe that are Printed.

2. For brevity, it is of no ſmall uſe; for by this Art, as much may bee written in one page, as can be written in ſixe, in another ordinary hand.

3. For the celerity of it, the rules being learned perfectly, one may write as faſt as any man ordinarily ſpeaketh, as there be many hundreds which I have taught that can from their own experience teſtifie.

4. Many things of good uſe are, and have beene by this Art preſerved, which otherwiſe had been loſt, as may appeare by the workes

workes of divers worthy men by this art taken, and publiſhed, which elſe had periſhed with the breath that uttered them.

But will not the writing of this hand be a hindrance to the writing of other ordinary hands, as Roman, or Secretary, &c. I have been told it will? Queſt. 2.

There are none that have had the experience of it will ſay ſo. I my ſelfe have taught as good Pen-men as moſt are in the Kingdome, that never found this inconvenience; nay I have heard divers ſpeake it, that it hath beene a furtherance to the command of their hand in other writing. And I would faine know why the writing of ſhort-hand ſhould hinder the writing of Roman or Secretary any more then the ſpeaking of Latine, or Greeke ſhould hinder Anſw.

the ſpeaking of Engliſh.

Queſt. 3. *But in your Booke of* Tachygraphie *you give ſeverall rules for the leaving out of letters and whole ſillables in many words, will it not be a means to make one ſpell falſe Engliſh?*

Anſw. The principall uſe of this Art being to write with ſpeed, thoſe letters that are ſuperfluous, and are not ſounded, may wel be left out: and therefore in Chap. 11. I have given ſome rules for that end; yet thoſe that can ſpell true Engliſh, may notwithſtanding make uſe of it in the writing of any other hand. Beſides, there are many words in our common Engliſh, that have ſome letters in them that are altogether ſuperfluous, & rather hinder then help to ſound them, and therefore may very well be ſpared.

CHAP. II.

Of the letters of the Alphabet.

Queſt. 4. *VVHat is the firſt rule that I muſt learne for the attaining the Art of Short-writing?*

Anſw. You muſt learn the letters of the Alphabet perfectly, that you bee able to write any of them without looking on your Copy, as you ſhall find them ſet downe in Chap. 2.

Queſt. 5. *How ſhall I know that I make the Characters for the letters the right way?*

Anſw. Firſt, each of them are to bee made without taking off your Pen, except onely *x y*, which being not often uſed, have their ordinary Characters.

Secondly, thoſe which may conveniently muſt be ſo framed

as that you may end them toward your right hand, as *A, E, f, g h I k l m n o p q r v w z.*

Thirdly, *B* and *S* being just down-right, you cannot mistake in the making of them.

Fourthly, there are onely 3. that are made with bringing the hand backward, and those are *C D* & *T*, which notwithstanding are readier for the joyning of any other letter then if they were made otherwise.

Chap. III.

Concerning the double Consonants.

Quest. 6. *When I have learned the letters perfectly, what is the next rule I must proceed to?*

Answ. The double consonants which you

you ſhall finde in Chapter 3.

The double Conſonants ſeeme to me harder to learne then the ſingle letters; what direction doe you give for the learning of them? Queſt. 7.

The former letters being perfectly learned, there is no difficulty at all in theſe; for they are the very ſame letters you had in the former Copy: onely there you have them ſingle, and here joyned together, as you may eaſily perceive by looking on them, and by the directions there given. Therefore you need not beſtow a new pains to learn them as the former; for twice or thrice writing them over is ſufficient. Anſw.

Which is the readieſt way for the making of them? Queſt. 8.

You ſhall find a direction for that in the Chapter of double conſonants; you muſt ſtill joyn Anſw.

the

the ſecond conſonant to that place where you end the firſt, and ſo the third to the ſecond if there be ſo many, as you ſhall find there by ſome examples.

Quæſt 9. *But there are ſome of the double conſonants which have no reſemblance to the letters of the alphabet, muſt not theſe be learned perfectly?*

Anſw. They muſt, and they are only 4. namely *Ch ſh th wh*, which you ſhall finde altogether at the end of the Copy, which have peculiar markes without relation to the letters.

Firſt, becauſe they cannot be conveniently expreſſed by their proper characters in ſo ſhort a roome.

Secondly, being very frequently uſed, I thought good to fit them with characters that might ſoone be diſpatched.

Chap.

CHAP. IV.

Concerning the Vowells places.

I Am ſatisfied concerning the letters and double Conſonants, how ſhal I underſtand the next rule concerning the vowels places? Queſt. 10.

The directions for knowing each vowells place ſet downe in Chapter 4. are ſufficient for the meaneſt capacity to underſtand. The place of each vowell muſt perfectly be remembred; that as ſoone as you thinke of that vowel, you may know where the place of it is. As for example, if the vowell be *A*, the place of it is juſt over the head of any letter. *E*, even with the upper part of the letter toward the right hand. *I*, juſt againſt the middeſt of Anſw.

of the letter *O*, even with the lower part of it *u*, just under the letter above which it is to bee placed.

Quest. 11 *But I have seene in some Bookes of Short-writing, some of the vowels placed behind, and some before, were it not better to place them so, then to set them all upon one side?*

Answ. No, those that have so placed the vowells, have found it no small hinderance to their speed in writing, and to the reading of what hath been so written. And it is easie for any to understand, that when the vowels are so placed, as that still the hand is moving forward, it must needs be a help to celerity.

Chap.

Chap. V.

Concerning the use of the Vowells.

You have given sufficient direction concerning the placing of the vowells: but in the 5. Chapter, concerning the use of the vowels & their places, though there be some directions & examples, yet I do not well understand it, therefore I desire some further helpe, and some other examples. Quest. 12

First, observe that the Characters for the vowells are never written, but either when a vowel doth begin a word: or else when two vowells, which must of necessity both be sounded, come together in the middle, or latter end of a word. Answ.

when a vowel doth begin a word, if Quest. 13.

if the next letter following be a consonant how must I write it?

Answ. You must joyne that consonant or consonants to the vowel, as you shal find there in these examples.

are	*arke*
eke	*us*
in	*ebbe*
are	*odde*

As also in these which follow.

All	*ill*
am	*or*
end	*erre*

And such like.

When two vowels come together in the beginning of a word, must the characters of them both be written?

No,

No, write downe the Character of the former vowell, and then obſerve where the place of the latter Vowel is, and there ſet the conſonant, or conſonãts following, as you may perceive by theſe examples,

Aide	*eare*
eate	*oare*
aime	*out*
are	*aſe*

And by theſe which I here adde.

Aile	ʌ ∪
eele	ϑ ∪
oate	ć
oake	ĉ

If a word beginne with a Conſonant, if the next letter be a vowell, Queſt. 15.

must I write the Character of that Vowell?

Answ. No; but in the place of the Vowell, set the consonant that followeth that vowell, as you may see by these instances.

ball	*bad*	*nap*
bell	*bed*	*net*
bill	*bid*	*nit*
boll	*bod*	*not*
bal	*bud*	*nut*

To which may be added,

man	
when	
sinne	
done	
gun	

And the like.

Quest.16. *Suppose two Consonants or more come together, before there come a vowel, must the character of both be written?*

Answ. If there come two or three con-

consonants or more together, they must all be joyned together whether it be in the beginning, in the middle, or end of a word, as you shall see plainely by the directions, and examples for that purpose in *Chapter.* 5. to which these or the like may be added.

brand
friend
skill
sprot
blunt

Must I never take off the Penne then till there follow a vowel next? Quest. 17.

No, alway when you come at a Vowell, take off the Pen, but till then never. Answ.

what if a word end with a Vowel, how is that vowel to be understood? Quest. 18.

By making a tittle in the place Answ.

of that vowell, as you have in theſe examples.

Anſw.

mee	crie
die	goe
ſay	due
wee	

As alſo in theſe.

Stay	ṡ
be	ḃ
thy	ṫ
who	ẇ
ſue	ṡ

And ſuch like.

Queſt. 19. *If a word end with* y, *muſt the Character of* y *be written?*

Anſw. No, y in the end of a word is ſounded ſometimes like unto *A*, and then a tittle in the place of

of *A*, is enough, as in theſe words.

ſay
ſlay
they
bray

Or elſe more uſually like *I*, and then ſet the tittle in the place of *I*, as in theſe examples.

my
why
by

And in theſe.

cry
buy
ſlye

Chap. VI.
Of Dipthongs.

Queſt.20 *The places of the ſingle Vowels I thinke I underſtand ſufficiently: but ſometimes there come 2. or 3. vowels together, and I have ſeene ſome bookes of Characters, wherin divers places for dipthongs are aſſigned, is it not neceſſary to have ſome places for them beſides the ſingle Vowels?*

Anſw. I have ſeene indeed in ſome bookes that have been ſet forth, ſuch places obſerved, which I am ſo farre from judging neceſſary, that I know them to be very inconvenient, and have bin one reaſon that neither the ſcholers, nor the authors themſelves

ſelves could either well write, or afterwards read many words that they had written, as themſelves, (convinced by ſufficient reaſons) have confeſſed. And beſides many other inconveniences, this is one, that it is impoſſible about a ſmall Character (eſpecially ſuch as are flat, and even with the line) to obſerve exactly 12. or 14. places, as fain they would if they could: therefore I aſſigne no more places then thoſe for the ſingle vowels which are eaſie to bee diſtinguiſhed about the leaſt character.

How then ſhall I doe when more vowels then one come together in a word? Queſt. 21.

1. If 2 vowels come together in the beginning of a word, obſerve that rule given in *Chap.* 5. Anſw.

Secondly, when two Vowels come together in the middle of

a word, often one of them is but lightly ſounded, and then that vowell may be wholly left out, as in theſe inſtances following.

deare *people*
heart *guide*
neither

To which may be added,

reape
haire
wool
guilt

Queſt. 22 *But ſometimes two Vowels come together, and both muſt of neceſſity be pronounced, or elſe the word cannot be ſounded, what muſt I then do?*

Anſw. You muſt either write the Character of the latter vowel in the place of the former, as in theſe examples.

Lion *Sion*
paſt *Chaos*
quiet

To which I may adde,

ſoile

coine

foi'e

ſound

Or elſe make a prick or period in the place of the former vowell, and then in the room of the latter vowell, write the conſonant or termination, or whatever the letter be that follow, as you have in theſe examples.

Riot *Giant*
Ioet *Duell*
Dial

As

As also you may see by these.

full

reall

deeg

doing

CHAP. VII.

Concerning J, and V, Consonants.

Que. 23. *I Find in Chapter 7. that you say that* I *and* V *are sometimes used as Consonants, and sometimes as Vowels, and there are some directions how to know them, but I doe not yet well understand how to distinguish them, can you give any further direction to make it somewhat plainer?*

Answ. I, is alway a vowell in any word, wherein it hath its owne proper sound, as in these.

fire

fire
night
will
kind

And it is a Consonant when another vowell followeth it in the same sillable, as in these.

Iames
Iob
Iuice
Iacob

Besides, when it is a consonāt the sound of it is different from the other, for it is alway sounded like unto G, either in the beginning of a word, as in the examples above, or in the middle of a word, as in these,

prejudicate *injury.*
injustice *enjoy.*

How shal I distinguish U vowel, from V consonant? Quest. 24.

When V is a Vowell, it hath Answ.

alway its owne proper ſound, as in theſe words.

ſure *cure*
true *ſuch*

And it is a conſonant when it commeth before another vowel in the ſame ſillable, and is pronounced by joyning the upper teeth with the lower lip, and is ſounded like *f*, but ſomewhat ſofter, whether it be in the beginning of a word, as in

variety *vocation*
veniall *vulture*
vigour

Or in the end of a word.

grave *ſtrive*
atchieve *greve*

Qu. 25. *Are* I *and* U *differently to be uſed when they are vowels, and when they are conſonants?*

When

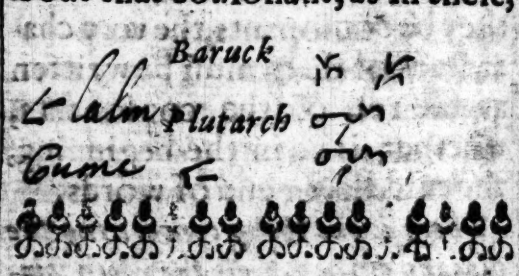
When they bee founded as Vowels, the characters of them must be omitted, and the places assigned to them observed, as of the rest of the Vowels, but when they be consonants, the very characters of them must be written as the rest of the consonants, whether it be in the beginning, the middle, or end of words. *Answ.*

There is one thing concerning the placing of the vowels, that doth somwhat trouble me, that is, when there are two sillables or more in a word, if the first vowel be A, & the next V, or the first be V, and the next a, the one being just over, & the other just under, how must I place the consonant after the second vowel? *Quest. 26.*

There are not many words wherein it so falleth out, but when such words doe come, if the first Vowell bee *A*, encline a little towards the place of *E*, *Answ.*

with

with the next consonant, if it be V, incline a little towards the place of O, and then you may have roome to place the next about that consonant, as in these,



CHAP. VIII.

Of the marks for beginnings & endings of long words.

Quest. 27. *I Make no question, but observing these rules, I shall be able to write any ordinary word, especially those that are shorter, but how shall I do to expresse longer words that are frequently used in Sermons, and other speeches?*

There

There is no word whatsoever in any language, but it may bee written by the former rules, yet as a further helpe to exactnesse in this Art. I have added other rules which serve only to abbreviate the former. *Answ.*

What is the next rule then to be learned concerning this Art? *Quest. 28.*

The prepositions and terminations for long words, which you shall find in Chap. 8. which you must endeavour to learne perfectly, as you did the letters of the Alphabet. *Answ.*

Have they any dependance upon any of the former rules? *Quest. 29.*

They have little or no dependance on the former, yet it is no hard matter, in a short time, to learne them, and the benefit by the frequent use of them, will countervaile the paines in the learning of them, *Answ.*

there

there being many thousands of words wherein this Copy is of use.

Quest. 30. *Having learned these perfectly, how shall I make use of them in the writing of long words?*

Answ. In the using of them you must observe the same rules as before in writing words of one or two syllables: and in writing of any word by any of the rules, be sure to remember these two things.

First, never remove the Pen from the Paper untill you come at a vowell.

Secondly, whensoever you come at a vowel take off the pen, and in the place of that vowell set down what followeth it.

Quest. 31 *What particular directions and instances do you give for the use of these marks?*

Answ. You shall find directions and examples sufficient in that chap.

First,

First, if a consonant follow a preposition, it is to be joyned to it, as in these examples.

condemne *fortune*
prefer *rebell*
submit *containe*

As also in these.

abstaine
accrew
admit
consume
suppose

Or the like.

If a vowell follow next after the marke, the letters after must be disjoyned, as in these examples.

courage

courage potent
support lament

As also in these.

abuse
accuse
addict
connex
commend
liberall

Or the like.

If two of the markes make a whole word, and no vowell come betweene, joyne them both together as in these examples.

reference perceive
subject circumference
former

Or in these.

consent

conſent
conſerve
action
abſent
preſerve

If there be a marke to end the word, and none to begin it, you muſt begin it with the letters, as in theſe examples of

nature *never*
brother *pliable*
nation *difference*

never
father
mother
motion
vocation
inference

If there be a marke to begin a word, and none to end it, you muſt end it with the letters as in

permit
ſuffer

As alſo in theſe.

ſubmit
ſuffice
command
contemne
fuller
forbeare

Que. 32. *Which is the readieſt way for the making of theſe prepoſitions & terminations for long words?*

Anſw. You muſt begin each of them ſo, as that you take not off the Pen in making of it, unleſſe it be thoſe that cannot be made otherwiſe, which are very few.

Secondly, begin them ſo as you may end them towards the right hand, (as indeed the moſt of them may) and ſo you ſhall be the readier for the joyning of the next letter or marke if it bee to be joyned.

Thirdly,

Thirdly, if that which immediately follow your prepoſition, be a conſonant, or termination, and ſo be to be joyned, you muſt joyne it where you laſt made an end of the prepoſition.

How ſhall I place the vowels about theſe markes in long words? Que. 33.

The vowells are to be placed about them, as they are about the ſingle letters, and double conſonants. Only remember if the marke to begin a word be ſuch as goeth on toward the right hand; if another letter be to be joyned to it, then the vowell following muſt be placed about that laſt letter, and not about the marke before it, as you ſhall find therein. Anſw.

contèmne
diſdaine

A ˢ also you maysee in these.

consume
impaire
rebell

Que. 34. *If a word begin with a consonant or preposition, & a termination immediatly follow which hath a vowell to begin it, must I observe that vowels place, or turne the termination to the preposition?*

Answ. It must be joyned: for the vowell being in the preposition, you neede not make use of the place of that vowell, as in these expressed.

durable
nation
bring

As also in

stable
relation
duration

But suppose there come two vowels together, and the termination begin with one of them? Que. 35.

Then the termination must be set in that vowells place, as in the examples of Answ.

doing
pliable
pious

To which you may adde,

saying
gracious
denyall

And the like.

I find that the Character for S is something troublesome to be joyned to some of the letters, as after T, D, F, G, &c. how shall I expresse that? Que. 36.

When

Answ. When it so falleth out, make a pricke or period behinde the whole word, as you shall see in the instances of *sayings, servants, conserves, Pirates.*

CHAP. X.

Of Characters that resemble one another.

Qu. 37. *But mee-thinkes it should breede some confusion, to have one Character stand for two severall things, as sometimes I finde they doe. As for example, the same Character is put for, ing, and grace, another both for un, and thus, another both for per, and appeare, how shall I distinguish them?*

Answ. They may be differenced thus, when any one marke standeth for two

two things, in the one it is a part of a word, and is alwayes joyned with ſome other marke or letters, in the other it is a whole word, and ſo alone by it ſelfe: which is no hinderance, but a great help to the ſpeedy learning of them; for by remembring the one, the other is eaſily called to minde.

CHAP. XI.

Whether markes for beginnings may be uſed for endings, and endings for beginnings.

May I make uſe of the marks for endings, to begin words, if they will ſerve for that purpoſe? Que. 38.

Yes, without any inconvenięce, as you may ſee in theſe examples of *Mercy*, *ſentence*, *durable*, Anſw.

where

where the marks for terminations are used as prepositions.

To which you may add,

centurie

duration

merchants

And so likewise markes for beginnings may serve for endings, as in these examples.

Iqab

diall

taper

william

Where the prepositions are used for terminations.

Que. 40. *But there are some of the prepositions and terminations, which likewise are whole words by themselves, may the marks of them be so used?*

Answ. Yes, *An, as, at, come, fall, for,* and other of the prepositions, as

as alſo, *Able, ment, ſent, ſerve, ſion*, and others that are terminations, may be uſed alone for whole words.

CHAP. XII.

Examples of words written with the prepoſitions, and terminations.

I Hope by theſe directions I ſhall be able to write any word by the rules, therefore of what uſe are theſe examples in Chap. 12. Que. 41.

They are principally for the helpe of thoſe that have no other helpe to learne by then the booke, where you ſhall find commonly two words with each prepoſition, and each termination, the one of them with a conſonant following the pre- Anſw.

po-

position which is therefore joyned, the latter with a vowell following the preposition, which is therefore disjoyned.

Que. 40. *But are all these examples perfectly to be learned as the rest of the rules?*

Answ. No, not any of them, they are onely a patterne of direction for the learner to write other the like words by.

Que. 41. *Is it needefull that I learn the markes for the bookes in the Bible which I find in Chap. 12?*

Answ. There is no great necessity, because any of them may be written very short by the former rules but if any will learne them, the paines is but little, because all of them are framed out of very letters of the Alphabet, or other significant letters, and so are very little charge to memory.

CHAP

CHAP. XIII.

Of writing three or foure words in one.

Qu. 43. *THere is a rule in Chap. 13. of your Booke, for the writing of three or foure words together, as if they were one word, is it requisite that I write words in that manner?*

Answ. It may be of use to those that have some while practised the Art: but he that is a learner needs not to trouble himselfe with it. And those that are experienced will soone understand it, by the directions there given.

Qu. 42. *I have seene in some Bookes of* Short-writing, *many markes for whole sentences, which I thinke should be a great helpe to speede in writing,*

writing, when one may ſet downe one marke that ſhall ſtand for 8. 10. or 12. words, doe you not thinke it needfull to make uſe of ſuch?

Anſw. I account it a uſeleſſe thing to have many, or indeed any marks for whole ſentences.

Firſt, becauſe by the rules of this Art, any ſpeech or Sermon treatably ſpoken, may be written *verbatim*, without the uſe of ſuch markes, as there be many hundreds that have beene taught by mee, can from experience teſtifie.

Secondly, if a word or two be varied in the ſentence by the ſpeaker, either the marke is uſeleſſe, or elſe the ſpeaker is wronged if it be uſed, becauſe the reader renders it not in his owne words, but according as he hath learned it. Yet to give ſatisfaction to ſome who have deſired it,

you

you ſhall find a few ſhort ſentences, or rather parts of ſentences, which are uſually delivered in thoſe very words, as they are ſet downe in Chap. 13.

Chap. XIV.

Of the Table.

But if every word be to be written only by the rules, there are many words that will bee long and troubleſome in writing; how ſhall I doe with them? Queſt. 44.

There is no word that is either very long or troubleſome to be written by the former directions; yet notwithſtanding that there may be nothing wanting to further ſpeed, I have collected a Table of words in the end of the Booke, which are moſt frequent in uſe. Anſw. But

Que. 45. *But I find most of the words in the Table to be short words, were it not more requisite to have marks for longer, and harder?*

Answ. I confess, some who have published Bookes of this subject have so done; but I judg it a thing unprofitable, for

First, there is no long word but may bee written by the former rules.

Secondly, those long, and strange words come not so often and so markes for them may be forgotten ere there be occasion to use them. Whereas these in the Table are of frequent use in every sentence.

Thirdly, as such words are longer in writing, so are they also in pronouncing.

Lastly, in most of such long words, some part may be omitted, and yet no hinderance to the reading

reading of it, as you may see in Chap. 1.

Is it necessary having these former rules perfectly, to learn the Table also? Que. 46.

There is no absolute necessity, because as I said any word in any language may be written by the former directions: but these words being frequent in use, and somewhat shorter then the letters, being most of them made without removing the pen from Paper, the learning of them will be beneficiall. Answ.

Is it not an over-chargee to memorie to learn so many words perfectly as are in the Table? Que. 47.

It is no great charge to memory: For if you marke them, the greatest part of them are framed out of the Letters of the Alphabet, or some other significant letters, and therefore easily at- Answ.

tained. And I know there are ſome formes of Short-writing that have above 10. times ſo many, without any relation to other rules. Beſides, thoſe that have weak memories, may learn all, or ſome, or none of them, and yet by the other rules be able to write any thing, though not altogether ſo ſhort.

Que. 48. *I finde in the Table many words that are ſet forward in a ſmall character, that have no markes belonging to them, of what uſe are they?*

Anſw. They are ſet downe to bring the reſt of the words into ſence, as much as may be (keeping the Alphabeticall way) that ſo they may with more eaſe be remembred; and the moſt of them alſo have their marks in their proper places.

Que. 49. *The pointing of what is written being a great helpe to the right reading*

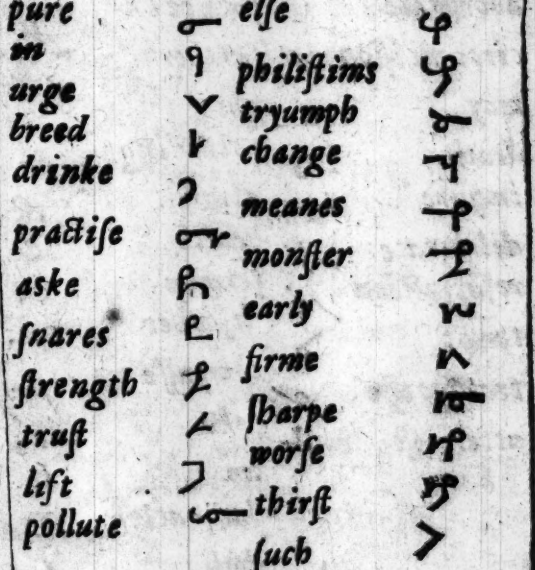
ding of it, how ſhall I doe for that, ſeeing ſome of the Characters for words are like thoſe that are uſed in pointing?

There is no great uſe of pointing to thoſe that are any thing perfect in this Art; yet there may be ſome uſed, as the ordinary period may be uſed at the end of a full ſentence, ſo it be either ſet a part by it ſelfe, the ſpace of a word being left before, and after, or elſe ſet it ſomewhat lower then the line, that it may bee knowne from the Character for *I*. The interrogative point may be uſed in his ordinary forme, and likewiſe parentheſis, as you finde it expreſſed in the Booke. Likewiſe, thoſe that deſire to write the Bible or new Teſtament, for diſtinction of Verſes, ſhall finde a note of direction there given. *Anſw.*

Qu. 50. *I am now satisfied concerning al the rules contained in your Book of* Tachygraphy, *have you any thing besides concerning this Art, which you have not yet published?*

Answ. There are some words which I shall now adde, but they are such as require no great paines to learn, the most of them being made out of the letters, double Consonants, Prepositions, and Terminations, which as yet have not beene used for whole words.

pure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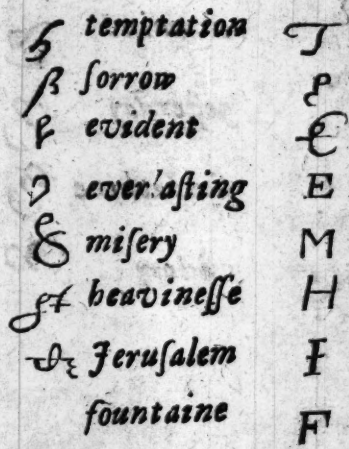

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